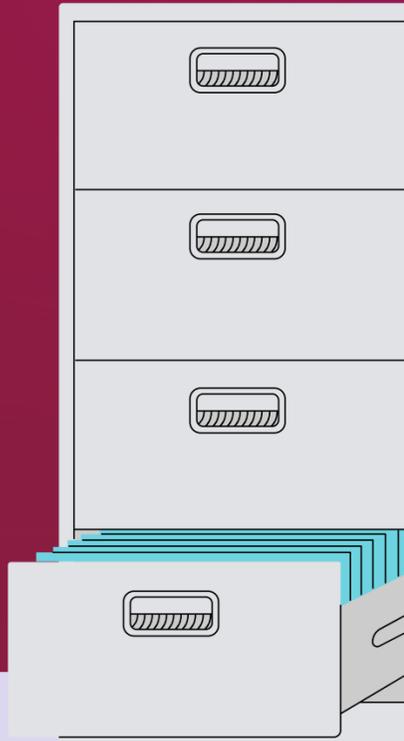
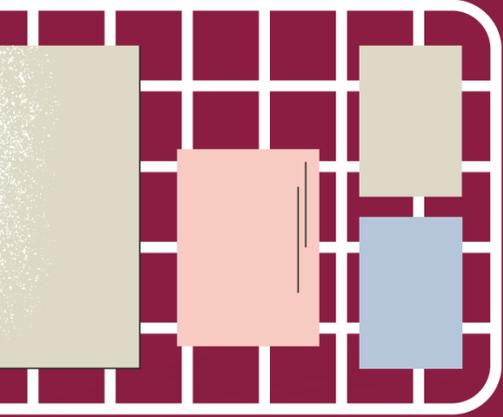
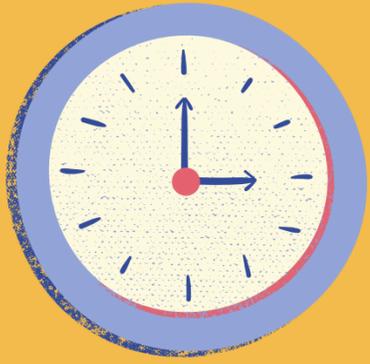


How to Complete your Timecard





Types of Timecards

Kiosk

If you work in a location that uses the punch in/out system, you will only have a “view” option of your timecard online.

If you notice an error, please let your supervisor know immediately, so that it can be corrected.

Computer

If you do not use a kiosk, you will be required to update your timecard on a computer.

Supervisors will be required to review all timecards regardless of clocking system on the computer.

Timecard reviews are due by am the Monday before payday.



Timecard Columns

Once you are looking at the correct pay period, the only columns that you should have to make changes to are:

Pay Code

This is where you will enter any type of leave. The list of possible codes will be provided later.

1

In/Out or Hours

Whether you need to entry specific or total hours. They will be entered here.

2

Department

You will have a default code assigned to your timecard. If you need to break your time between grants, it will be here.

3

Pay Codes

If you are in a benefit eligible position, Holidays will be automatically applied to your timecard.

Commonly Used Pay Codes:

PPTO: Pre-approved PTO (example: vacation)

NPTO: Not pre-approved PTO (example: sick)

Not so Commonly Used Pay Codes:

BEREAV: Bereavement

BSL: Banked Sick Leave

FMLA-PTO: Family Medical Leave with PTO

FMLA-LWOP: Family Medical Leave without pay

LOA-PTO: Medical Leave of Absence with PTO

LOA-LWOP: Medical Leave of Absence without pay

JURY: Jury Duty



Refer to the Employee Handbook for the different leave policies.



Remember

All full-time hourly positions, must have a total of 40 hours per week on their timecard.

All salary positions, must have a total of 80 hours per pay period on their timecard.

If the worked hours combined with available PTO, do not meet these requirements, the remaining time should be coded to LWOP.



In-Out

If you work in a location that uses the kiosks, these fields will be automatically updated when you punch in or out.

If you do not use kiosks, you will be required to enter the accurate time that you began and ended work.

Hours

If you are in a salary position, enter the total amount of hours worked for each day.

NOTE – For all staff regardless of FLSA, time can be coded in 15-minute increments.



Department

You will have a default code assigned to your timecard. If you need to break your time between grants, create a new row.

You can add as many rows as needed per day.

Direction of which grant(s) to charge time to (if any) will come from your supervisor.



Approving Timecards

Staff should review their timecards weekly at minimum to ensure accuracy. Then at the end of a pay period, click "Approve".

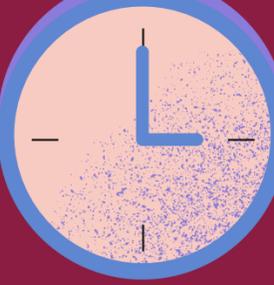
Supervisors will then review and approve each timecard on their team. Supervisors are responsible for making sure the employee meets their required hours, codes time correctly, and manages their PTO correctly.

For supervisors to approve a timecard:

- Select the check box at the beginning of each week
- Click "Approve Timecard".



Thank You!



Other Overviews Available:
How to Submit a Check Request
How to Review and Approve Check Requests
How to Reconcile a Credit Card
How to Review & Approve a Credit Card Reconciliation
How to Turn on a Delegate in Intacct

For timecard questions, email
the Human Resources
department.

